



**COLORADO**

**Division of Private  
Occupational Schools**

Department of Higher Education

John Hickenlooper  
Governor

Lt. Gov. Joseph A. Garcia  
Executive Director

Lorna Candler  
Director

## NOTICE

**To:** All Private Occupational School Directors

**From:** Lorna Candler, Director, Division of Private Occupational Schools

**Date:** January 23, 2015

**Re:** New and/or Revised Programs

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### **EFFECTIVE IMMEDIATELY**

The Division of Private Occupational Schools (“Division”) has revised the procedure for submittal of new Programs and/or revised Programs.

The Program form has been updated to include a new list of required attachments to be submitted along with the Program form for approval by the Board and Division. The most significant changes are the discontinuation of the Course approval forms that use to accompany every Program form and the addition of a Course Syllabus and schedule for each course listed on the new Program approval form which will replace the discontinued form.

**This new format is to be used from today forward.**

NOTE: At this time, there is no change to the Stand Alone Course form or the current submittal process.

The new Program form and Course Syllabus Sample are available on the DPOS website at <http://highered.colorado.gov/DPOS/Schools/forms.html> .

If you have any questions regarding this Notice, please contact the Division, (303) 866-2723.

